

Short-VVriting.

T H E

*Most Easie, Exaēt, Lineall and Speedy
Method that bath ever been Obtained,
or Taught.*

Composed by

THEOPHILUS METCALFE,

Author and Professor of the said

A R T.

The Ninth Edition much enlarged and
perfected by the Author.

With a New Table for shortning of words.

Which Book is able to make the Practi-
tioner perfect without a Teacher.

As many hundreds in this City and
elsewhere, that are able to write Ser-
mons word for word, can from
their own experience testifie.

L O N D O N:

Printed, and are to be sold by *John Hancock*. at
the first shop in *Popes-head-Alley*, next
to *Cornhill*. 1 6 5 7.

Theophilus
M^r in the
Short :

Metcalfe
Art of
Writing



Caesar was praised for his Dexterity
In Feares of Warr, and Martiall Chevalry :
And no less famous art thou for thy Skill
In Nimble turning of thy Silver-quill ;
Which with the preachers mouth houlds equal pace
And swiftly glides along untill the race
Of his discourse be run, so that I thinke
His words breath'd from his Mouth are turn'd to Inke



Y. V. 12

1891

1892

1893

1894

1895

1896

1897

1898



To the READER.

Courteous Reader ;

AS it is the property of my professed Art, to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom without circumlocution or idle multiplication of words, to expresse a mans intent and meaning. Solomons Proverbs are therefore called sweet, because short ; and admired of all, because under a little huske is contained a large kernell. The Art and knowledge of man ariseth by degrees, and many times by reason of our ignorance of a more compendious method, we run a great way about, and perhaps with much anxiety and trouble of mind, we are at the last directed thither by the bow, whither we might have gone by the string. Every day brings out some new invention or other, the bulke of every Art and Science encreaseth with the times, onely this Art of Radio- Stenography, is grasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seem to follow. There are many things which commend this Art, as that it hath at-

tained its perfection, whereas other Arts expiate, and extend themselves beyond all compasse of mans brain. Again, we must not suppose it to be some upstart or new coyned Art, for it is as ancient as Homer himself, whose Iliads we read to be comprized in the Shell of a Nut. I dare say no more, lest I should not seem to comply with my faculty; and therefore gentle Reader, all that I desire is, to have your approbation after your probation, and censure after tryall. Thus hoping to enjoy both, I rest, ready prest, to afford you what furtherance I can.

THEOPHILVS METCALFE.

The Stationer to the Reader.

GEntle Reader, Though I know divers have learned in two or three dayes time by this Book only, yet if need require for thy more speedy attaining to perfection in this Art, there is newly published a *School-master*, explaining all the Rules thereof, to the weakest capacity. And such as are so dull of understanding, that they cannot learn by this Book, it being so exact, plain, and easie, I conceive they can learn by none at all; if they desire other Books, there are Master *Sheltons* two Books, *Mr. Willis*, *Mr. Riches*, *Dixes*, *Heaths*, and one lately published by *Tho: Cross*; also a new *Copy-book* of severall hands, viz. *Secretary*, *Roman*, *Italian*, *Running*, and *Text-hand*: All sold by *John Hancock* at the first shop in *Popes-head-Alley* next to *Cornhill*.



CHAP. I.

Of the Excellent Use of this Available Art
of
 RADIO-STENOGRAPHY.



Practice brings perfection in all Arts and Sciences, so being once perfect in this Art, you shall with little use retain the same still in memory, during your life. Your memory shall be much helped, and preserved, the pains of your most usuall studies greatly extenuated thereby. By the said Art, you may be able to take any Sermons or Speech, being treatably spoken, word for word, as many hundred men and women in this City of *London*, which have learned only by the Book, worthily manifest. It is usefull for Ambassadors, Messengers, and Travellers, for the ready and speedy description of Places, Manners, Customes, Policies, and Government of each Nation. It serveth for each other use, which I leave to those who can better judge of the best and most profitable uses hereof.

Now considering what singular benefit you shall enjoy hereby, let me request you not to

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fear your own imbecility, nor weaknesse of your capacity for the attaining of mature perfection in this Art, by this Book alone without any other Teacher.

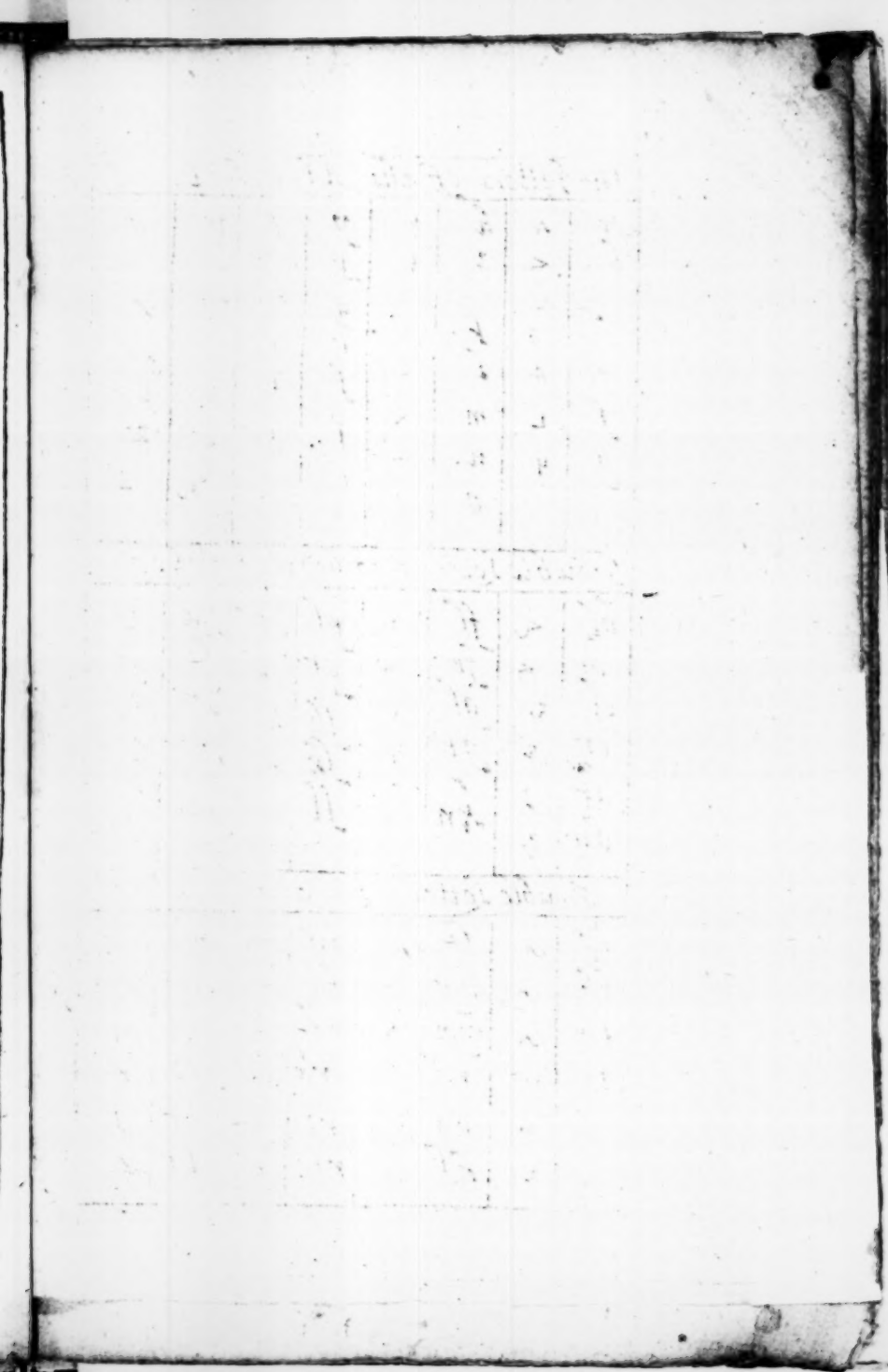
For first, the Rules are few, pertinent, plain, and easie, teaching the meanest capacity.

Secondly, You have Examples also suitable to every Rule, so that there can be no mistake.

Thirdly, the Rules of the Book are placed in order, as you must learn them.

Before you proceed any further, you may be pleased to observe, That in this Art you have the sound of every word, rather then the true Orthography thereof, so that many times letters, yea whole syllables may be left out of some words, yet sufficient sound remaining still to expresse the same. Examples you have hereof in the fourth Chapter of this Book.

Take this advice before you enter on it, When you have learn'd the Alphabet of Letters well, and the other Rules for joyning, and have attained to an understanding in this Art, I say strive not so much to write it swiftly, as exactly, that all you write may be according to the Rules of the Book, which must be learned in order first, and then you will be able to read what you have written, with facility. Thus use will make you perfect, and swiftnesse will follow after; the more you practice, the more you will gain experience.



The Letters of the Alphabet

8

A	1	k	h	p	p	v	v
B	2	i	1	p	o	7	7
C	3	k	2	q	7	n	7
D	4	L	m	r	r	x	x
E	5	o	n	s	9	y	8
F	6	L	n	f	1	z	Z
G	7	4	0	t	/	&c	-

Double Letters to begin wordes

bl	2	fl	2	pl	e	sm	1
br	4	fr	4	pr	p	sh	2
cl	6	gl	4	sh	h	sp	1
cr	8	gr	4	sk	h	st	1
dr	2	ln	n	sl	L	str	2
dn	3					sw	3



Double Letters to end wordes

ld	5	lt	5	ny	7	rn	1
lk	5	mp	2	nt	7	ry	10
lm	u	mpl	2	rd	n	rs	11
ln	5	nd	7	rk	n	rt	1
lp	4	ng	4	rl	n	st	1
ls	4	nk	5	rm	n	tr	1

CHAP. II.

Of the Alphabeticall Characters, which doe represent the Alphabet of our English Letters: And these must be got perfectly by heart, before you proceed any further.

THere are two Characters for *p*, two for *s*, the first to begin words, the latter to end words.

Observe this Rule for the joyning of the Letters aforesaid. These Characters are extracted from the Alphabet of Letters, and are made after this manner, by joyning two Characters together: As for example, suppose you have a word to begin with *bl*, to include these two Characters in one, you must doe it thus, first write down the Character *b*, thus () then from thence where you took off your pen, joyne the Character *l*, which is the next letter, thus () and so you have a Character for *bl*; and so after the same manner you are to make from the Alphabet all other Characters, by uniting together those that are for the beginning and ending of words.

CHAP. III.

SHeweth the places of certain Vowels, in this Art, where you must onely use five places for the Vowels, according to the number of them, and

and they be thus disposed.

$\overset{a}{C} \overset{e}{\underset{o}{\underset{u}{\circ}}} \dot{C} : F \quad \dot{L} : N \div \dot{W} \dot{Z} :$

By these examples you may see, that *a* is above, *e* is the equall top, *i* is in the middle, *o* is the equall foot, *u* is underneath your letter, and so place them about all the rest of your letters, as you see the Examples above written.

This third Chapter containeth the chiefest Rule in all the Art, therefore let the Learner be carefull to observe it well; for this of the Vowels places being rightly understood, the other Rules may be learned with ease. Be not discouraged though at the first it seem difficult; some young beginners have been so unwise as to cast the Book away, because they could not presently apprehend all at the first reading; when as many hundreds having stuck to it, have speedily attained it, and counted their time well spent.

CHAP. IV.

SHeweth the use of the Vowels thus placed.
First, if any of these five Vowels begin a word, the very letter of the Vowel must be expressed, as in these words following.

a e i o u

2	am	1	eye	1	ile	e	on	vy	urge
3	at	1	eye	1	ile	e	or	vy	utter
					rie				

Secondly, when a Vowel cometh in the middle of a word, then remember that you place the next letter that cometh after it in the place of the former Vowel; as for example, to write *back*, first set down your *b*, thus (<) now the next letter after *b*, is your Vowel *a*, now note, that the place of *a* is just over the letter *b*, and in that place write your letter following, which is *k*, thus (>) *back*. To write *bait*, first make your *b*, thus (<) now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, and in that place write the letter following, which is *t*, thus (>) *bait*, to this end observe your examples following in the next leaf.

The

A Table of Examples for shortning of words.

MAny times letters and whole syllables may be left out, and yet sufficient sound remaining to expresse the word by.

For *Abraham* write *Abram* for *vehement* write *vement*, for *daughter* write *dater*, for *laughter* write *later*, for *might* write *mite*, for *naught* write *naut*, for *Burrough* write *Buro*, for *thorough* write *thuro*, for *liberall* write *librall*, for *alteration* write *altration*, for *beautified* write *butifid*, for *mystery* write *mystry*, for *arm* write *rm*, for *argu* write *rgu*, for *arbor* write *rbor*, &c. Many more might be added, but these I judge sufficient to direct the ingenuous Learner.

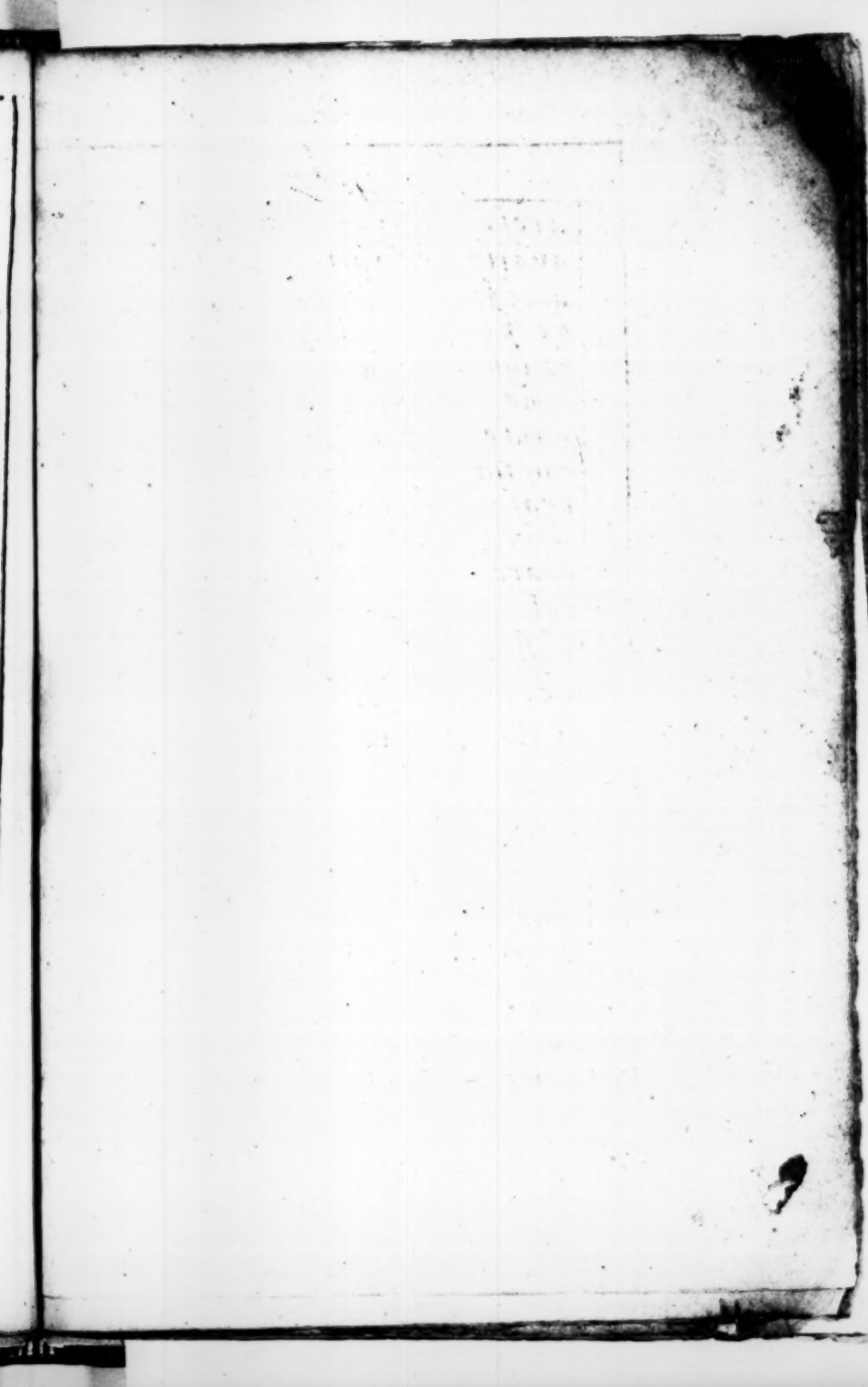
Note also, That when *E* comes before *X*, it may alwayes be left out; as for example, for *explain* write *xplane*, for *examine* write *xamin*, and the like.

When any double letters come together, as *ff*, *ll*, *mm*, leave out one of them: As for example:

for	{	<i>Affable</i>	}	write	{	<i>Afable.</i>
		<i>Allow</i>				<i>Alow.</i>
		<i>Command</i>	}			<i>Comand.</i>

And alwayes instead of *ph*, write *f*, as in *fisick*, *farisee*, *filosofie*.

The



Examples

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1	arose	1	joyne	i	saith
2	availe	1	just	iv	seale
3	avoiðe	ni	keyes	iv	seeke
4	booke	ni	kisse	v	fight
5	bought	u	last	u	soule
6	came	u	least	1	sought
7	cause	u	loose	1	tast
8	caught	v	moone	1	taught
9	cease	v	narrow	u	toile
10	dayes	z	nature	iv	tooke
11	deafe	z	neighbour	v	vaike
12	ease	-	night	v	vine
13	east	1	noise	v	voice
14	exceed	e	omit	v	vowes
15	faile	e	owne	1	waite
16	fast	1	oyle	1	wayes
17	feast	1	paid	1	wake
18	fight	1	paste	1	well
19	hate	v	race	1	were
20	heale	1	raise	z	wombe
21	heed	1	rest	z	yoke
22	house	1	rust	z	your
23	jewes	1	said	z	youth

The Art of Short writing

Thirdly when a double consonant begins a word then the vowel be placed about the last letter as for example to write (blame) set your double letter downe thus (c) and then your vowel being (a) write (in) in the place of it thus (c) to write blacke set downe your (bl) thus (c) and then your vowel being (a) write (h) in the place of it thus (c) to this end observe these examples following

blood	knees	spake
blot	please	sparrow
bright	plucke	spouse
brought	praise	spoil
cleare	prayer	spread
cloth	pride	steale
crowne	shaddon	still
draught	shame	stocke
flame	slaine	store
flocke	schooke	strait
fraud	skin	swallow
fright	small	sweet
glass	smell	tread
greife	snare	trees

Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowels place that most sounds the word as for example to write build sett your single letter (b) downe thus (c) then your vowel being (i) write (ld) in the place of (i) thus (c) to write feild set downe your (f) thus (c) then write (ld) in the place of (e) thus (c) feild to this end observe the examples following

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h	balme	h	hurt	h	silke
<	better	pr	pearlo	h	songe
3	bond	l	point	h	storne
<v	built	hr	scorne	h	torne
g	could	hr	short	h	water
l	faint				

Fifthly observe if one letter (or) two letters begin a word and those wordes end with a vowell then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (<) then put a pricke in the place of (i) thus (<.) (by) to write blow set downe your double letter (bl) thus (<) then put a period in the place of (o) thus (<.) (blow) to this end observe the examples following

t	few	h	to	h	plough
h	foe	7	way	h	pray
h	high	7	woe	h	shee
i	jan	7	clay	h	shew
i	jew	7	cry	h	skie
i	joy	7	draw	h	slay
i	key	7	dry	h	snaw
i	nigh	7	fly	h	spue
i	noe	7	free	h	stay
i	now	7	gnaw	h	straw
i	say	7	grow	h	true
i	see	7	knee	h	try
i	soe	7	know		

September 22 1773

A Catalogue of Elizabeth Oames
Books the Practice of Piety Many others
if whole Duty of man
Grace a bounting to the chief of sinners
A young secretaries Guide
A noble mans conversion by G. H. de
A glimpse of eternity
Solomons Temple spiritualized
A discourse against y^e fears of death
Quarterly Divine Fancies
Sighs from hell or the groans of a damned
The Perplexed Prince
War with the devil
A pious souls divine breathings
The book of knowledge
A horror of terrors of unpardonable
A help to devotion containing prayer
The sorrowfull souls solace
The larger and shorter catechism
The precious blood of y^e Son of God shed
Thee without y^e gates of Jerusalem
The school of Recreation
The great concern or preparation for
The holy war by John Bunyan
The apprentices companion
The ease in heart trouble

the Travels of true good Lines
the Best things reserved till last
of Great Dealler
the Believers golden chain
Christ power over Bodily
the barren fig tree
the parable of the wedding supper
a word to sinners and a
word to saints
Russel seven sermons
a call to Backsliders
the History of the Affluents
Good news for a World of men
Wittall impetuosity your master
Exposition on the three last prophecies
the life of man
Sovereign Omnipotency of Jesus
A catechism or instruction to christian R^o
A little book for little Children
the Pilgrims Progress y first & second
martyrs in Flames
Argalus and Parthenia
the Ladies rarities accomplished
the whole art of courtship & letters
A call to delaying sinners

Sixtly observe that sometymes sillables may be left out of some wordes, yet sufficient sound remaining still to expresse the same, as for example

3	daughter	5	laughter	15	Slaughter
---	----------	---	----------	----	-----------

Seavently, note that when a period is put within the circumference or middle of a word it signifieth (son) as these for instruction

g	comparison	l _o	poison	q	season
u	lesson	4	prison	10	treason
o	person	r	reason	v	venison

Eightly observe this rule, that when a word ends with (s) then put a period behind it to expresse the plural number as for example

z	bones	3	eyes	v	nurse
3v	debts	4y	frogs	ry	rites
u	else	4v	goats	x	tars

Ninthly when words end with (ed) then put (d) in the (e) place of the former letter as in these examples and the like /

33	arrayed	13	ioyned	23	robbed
3v	borved	23	neighed	v3	verved
23	clouted	13	noised	23	used

Tenthly observe that if two vowels come together in a word and both of them of necessity must be exprest then exprest them thus as in these examples

1v	fewell	1v	zewell	13	poet
1v	fewer	3v	lower	13	riot
3v	fewer	1v	lyon	3v	vowell

Eleventhly note that when a word ends with (ifie) put a period in the place of (i) as in these examples

2.	dam ⁿ ifie	1.	iust ⁱ fie	10.	rect ⁱ fie
3.	ed ⁱ fie	4.	magn ⁱ fie	11.	terr ⁱ fie
4.	fort ⁱ fie	5.	pac ⁱ fie	12.	vill ⁱ fie

Twelvfly note that when a word ends with (tive) then put a period in the (i) place of (t) thus (i) as in these examples

1.	active	2.	capt ⁱ ive	3.	nat ⁱ ve
4.	affirm ⁱ ative	5.	mōt ⁱ ve	6.	primit ⁱ ve

Thirteenth to acquaint you with this rule concerning (qu) you shall vnderstand they are never disioyned but evermore lincked together as you may see in these exsamples following (quail) (qualis) (quene) (question) (quicken)

Fourteenth note that when a word endes with (est) (remember) that you write (st) in the place of (e) as in these examples

1.	fit ^t est	2.	mōt ^t est	3.	re ^e d ^e st
4.	mean ^e est	5.	mo ^e ck ^e est	6.	we ^e p ^e est

Books 773 more of Elizabeth
Biron Basiake concerning KC
Baunerges and Barnabas
Gods wonders in the great deep
y whole duty of a Christian
youths divine pastime. Scripture
Contemplations of some books of
the history of brutes a description
the weeks preparation only
Godly fear and its usefulness
Life eternal or the knowledge of God
the whole duty of prayer
Four ~~Books~~ of Bibles
Davids blessed man
the wonderfull combat for Gods glory

Propositions to begin long wordes are these 20

+	ab	+	croſſe	b	pro
	ob	2	de	l	pub
T	ac	?	diſſe	m	pur
3	ad		fall	r	re
e	af	v	full	s	fatis
J	afflict	o	in	q	ſanct
u	all	.	in	r	ſor
h	an	c	liber	l	ſub
ap	ap	e	mor	n	ſuffice
p	ip	o	meſſe	o	ſup
z	as	x	more	d	tempt
d	be		par	s	teſt
e	ch	o	per	l	th
U	circum	p	part	l	thr
c	com	op	pract	o	trance
o	count	l	pre	o	un
2p	con			o	nr
	col, Call.				

Terminations for ending long wordes are theſe

L	able	j	ject	>	ſoever
ance	ance	z	ing	o	ſom
ence	ence	o	lye		ſtruct
ant	ant	~	ment	s	ſtrue
ent	ent	s	neſſe	/	tie
cation	cation	z	ous	Δ	together
dure	dure	r	ſerue	v	vert
eth	eth	c	ſion		ver
ference	ference				
fullneſſe	fullneſſe				

o

T
depe
of m
each
more

S
here
mina
the f

A

CHAP. V.

Of the Prepositions and Terminations for long words.

THese *Prepositions* and *Terminations* must be perfectly gotten by heart, having but small dependance on the Letters of the Alphabet, being of much use in the writing of all long words, each of them standing for a syllable, and some for more.

CHAP. VI.

SHeweth how to distinguish Characters that have some resemblance with others: And here observe, both in your *Prepositions* and *Terminations*, you shall find sometimes, that one and the same Character may stand for two things.

As for example.

There

There is the same Character for

d	be		believe
p	coll		call
e	cor		care
5	ch	And	child
+	cross		Christ
c	con		concern
a	de		deliver
2	dure		drink
o	eth		hath
r	ence		hence
b	re	And	our
e	pro		proverb
h	sanct		saint
h	for		sure
h	th		that
h	thr		there
h	tie		the
h	ing	And	thing
h	un		unto
h	ant		want
h	ent		went
h	wr		where
h	wh		which

All

All which may with facility be distinguished thus. When any of these standing alone by themselves, they are for whole words, but when they are joynd with any other letter, they are but a part; as for example; this Preposition *be*, when it standeth alone is *believe*; so the Preposition *coll*, when it standeth alone is *call*, and so of the rest. All which is no hinderance, but rather a help unto the memory; for by remembering the one, the other cannot be forgotten.

CHAP. VII.

Of Directions for the joyning of words, which are to be drawne out of the former Prepositions and Terminations, observe these foure Rules.

First set down your Preposition which begins the word, then if one letter, or more, come next after, joyn that letter or letters where you took off your pen from your former Preposition, without removing your pen; then write your letter or letters following, in the place of that Vowel that most soundeth the word. As for example.

First

First write your Preposition for *ab*, thus (+) the next letters following, being *st*, must be joynd to *ab*, thus (+) and then in the Vowels place, which is *a*, write *n*, thus (+ -) *abstaine*.

To write *affirm*, first set your Preposition for *aff*, thus (=) then place your double letter *rm*, in the *i* place of *aff*, thus (= v) *affirme*.

Secondly, When your Preposition doth begin the words, and end the words, then alwayes joyn them together: As for example, to write *account*, set down your Preposition *ac*, thus (τ) then where you are to take off your pen from *ac*, joyn *count*, thus (τ σ) without removing your pen. To write *appear*, set down your Preposition *ap*, thus (ϕ) then where you are to take off your pen from *ap*, joyn your Preposition *per*, thus (ϕ) without removing your pen.

Thirdly, Sometimes you have a Preposition to begin a word, and a Termination to end that word: As for example, to write *preserve*, first set down your Preposition *pre*, thus (∠) when there is no Vowel between the Preposition and Termination, then observe it as a generall Rule, that you alwayes joyn them together, without removing your pen, thus (∠) *preserve*.

To write *present*, set down your Preposition *pre*, thus (∠) then where you were to take off your pen, joyn your Termination *sent*, thus (∠)

Fourthly, If a Preposition or Termination begin a word, and there be neither to end it, then it must be ended with the letters of the Alphabet: As for example, to write *absolve*, set down

down your *ab*, thus (\dagger) then joine *f* to *ab*, thus (\dagger) then your Vowel being *o*, write *l* in the place of it, thus (\dagger)

To write *admit*, first set down your *ad*, thus (\dagger) then joyn your *m* to *ad*, thus (\dagger) then your Vowel being *i*, write *t* in the place of it thus (\dagger)

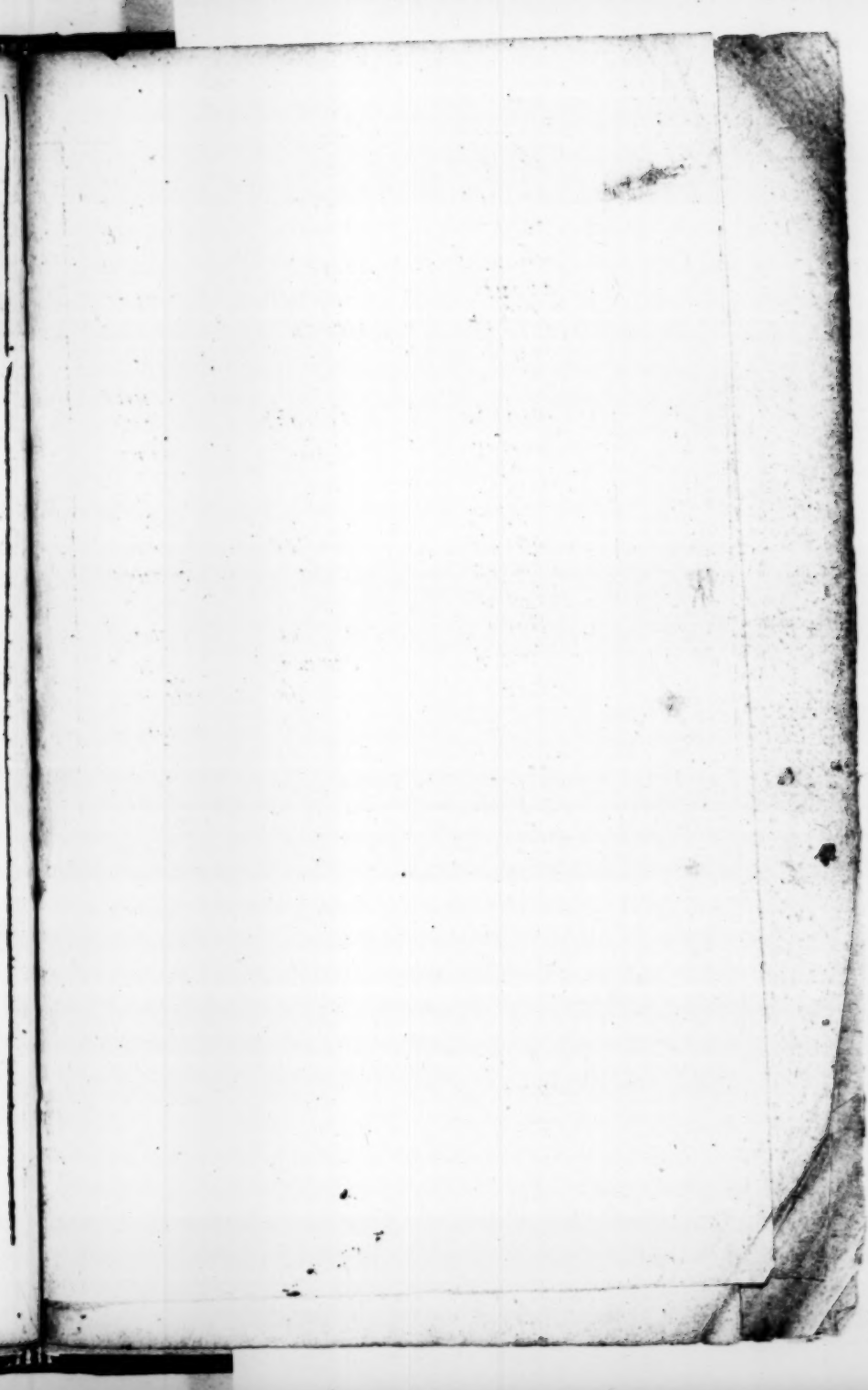
To write *affright*, first set down your *aff*, thus (\dagger) then joyn your *r* to your *aff*, thus (\dagger) then in the *i* place of your *r*, write *t*, thus (\dagger) So that by observing these Rules exactly, if you had no other Examples, you might be able to make any word which may be drawn or made out of the foresaid *Prepositions* and *Terminations*; yet for your more easie and speedy attaining to it, I have drawn out the Table of Examples following, and have exactly Charactered them to your hands.

YOU need not charge your Memory with them in Learning them, or any of the following Tables by heart, they are added for Example sake, and more curiosity in this Art: For any word may be written by the fore-going Rules, and it is at thy own choyce to learn any further.

Yet

Only let me say thus much for the Alphabeticall Table of words of fort in page 34. which are often in use, it's worthy your learning, and but little trouble to memory, being drawn from the letters of the Alphabet, and in a shorter way then can be written by the Rules of the Book.

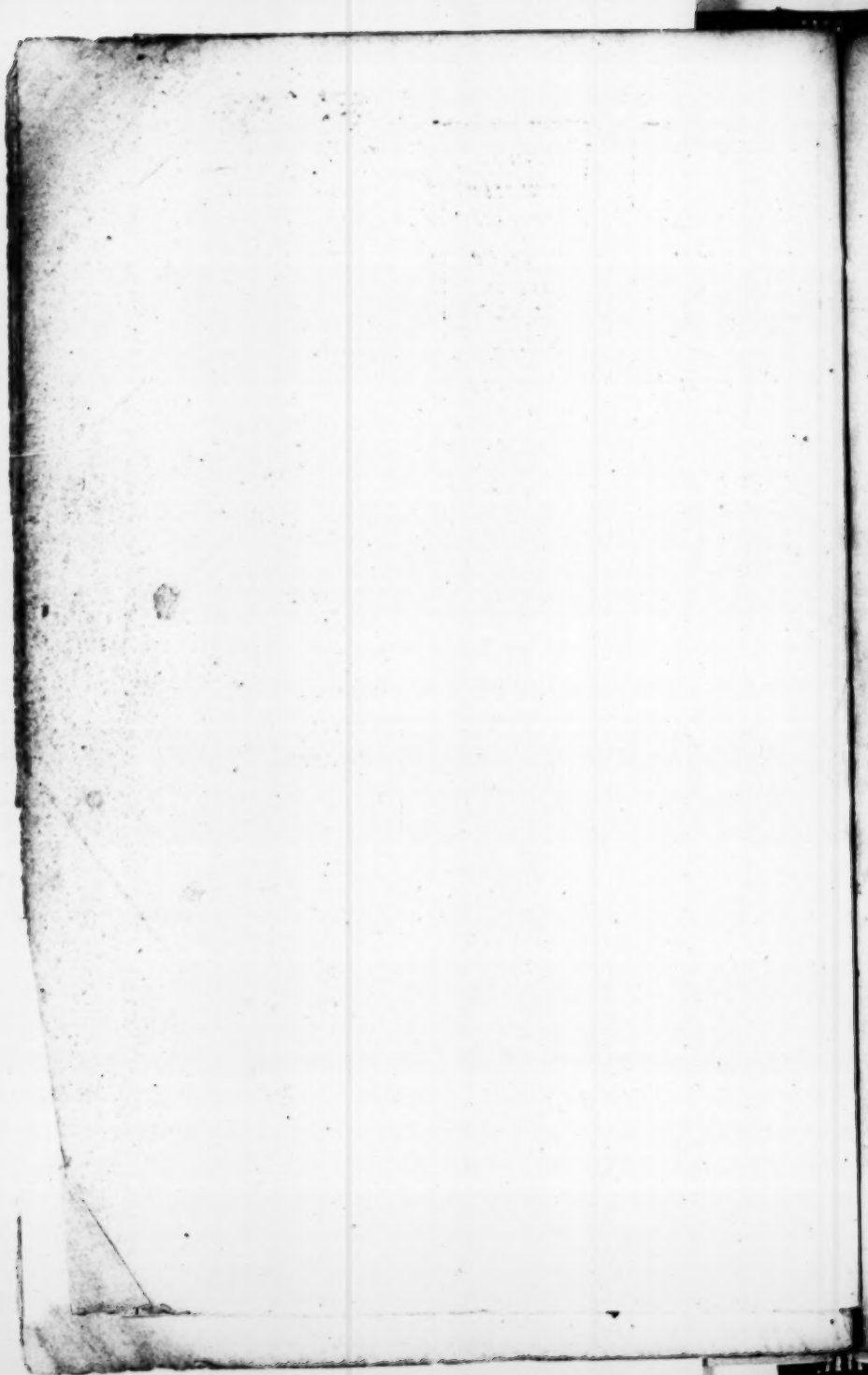
The Table.



†	abate	z	ascend	g	containe
†	abhorre	z	ascend	g	contrite
†	abide	z	assemble	z	correct
†	abound	z	assist	z	corrupt
†	about	z	assure	z	corne
†	absent	z	astray	z	defend
†	abuse	de	become	z	deny
†	object	†	before	z	designe
†	obtaine	†	bescought	†	desart
T	accesse	†	bestow	†	desire
T	accuse	†	betray	†	desolate
T	accord	†	chaff	†	despise
z	adarese	†	chamber	†	determine
z	admire	†	cheefe	†	devoure
z	advise	†	chuse	†	devise
an	afford	†	comfort	†	disciple
an	affraid	†	communicate	†	dispaire
an	after	†	commande	†	discerne
an	alienate	†	commende	†	disdaine
an	allowe	†	common	†	disease
an	allure	†	communion	†	dishonor
an	almighty	†	commit	†	disobay
an	alter	†	company	†	dispose
an	anker	†	compare	†	dispute
an	anoint	†	compassse	†	dissolve
an	antient	†	complaine	†	divide
an	apparent	†	compleat	†	fellow
an	appease	†	comprehend	†	image
an	appertaine	†	condemne	†	immoderate
an	applie	†	consist	†	incline
an	appoint	†	conspire	†	incourage
an	apprehend	†	consult	†	indeed

.2	indure	4	presume	//	these
.5	instruct	4v	prevaile	1-	then
.1	intreate	4v	prevent	1	they
.v	invite	h	procure	1/	this
e.	merrie	m	redeme	1/	those
e.	mercie	n	refuse	1.	though
e	miracle	n	release	1	thou
xv	moreover	n	remain	6	thousanda
x.	morrow	w	remit	1	thought
xv	morsell	m	repose	4	thrust
x7	mortall	n	resist	4	unrighteous
x	mourne	n	reselue	2g.	unworthy
8	message	n	restore	0	wheate
q	misery	n	restraine	0-	when
4v	pardon	n	retaine	8	wherefore
8v	persevere	-p	supper	0	while
8	pertake	-q	suppose	0.	who
4	preach	-q	supreame	0.	whom
4	pretious	x	sorrow	2.	whole
4v	predestinate	4	subject	8	whoredome
4	prepare	4	sublime	0.	why

These examples of wordes, which I
 have Collected out of the former pre-
 positions they need not to be learned
 by hart as many hundreds in this City
 whom I have taught from their owne
 experience can worthily manifest. /



THE HISTORY OF THE CITY OF BOSTON

From the first settlement of the
 city in 1630 to the present time
 by
 JOHN B. BOWEN

THE HISTORY OF THE
 CITY OF BOSTON
 FROM THE FIRST SETTLEMENT
 IN 1630 TO THE PRESENT TIME
 BY
 JOHN B. BOWEN

1630	1631	1632	1633
1634	1635	1636	1637
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1642	1643	1644	1645
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1674	1675	1676	1677
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1682	1683	1684	1685
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1690	1691	1692	1693
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1794	1795	1796	1797
1798	1799	1800	1801
1802	1803	1804	1805
1806	1807	1808	1809
1810	1811	1812	1813
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1894	1895	1896	1897
1898	1899	1900	1901
1902	1903	1904	1905
1906	1907	1908	1909
1910	1911	1912	1913
1914	1915	1916	1917
1918	1919	1920	1921
1922	1923	1924	1925
1926	1927	1928	1929
1930	1931	1932	1933
1934	1935	1936	1937
1938	1939	1940	1941
1942	1943	1944	1945
1946	1947	1948	1949
1950	1951	1952	1953
1954	1955	1956	1957
1958	1959	1960	1961
1962	1963	1964	1965
1966	1967	1968	1969
1970	1971	1972	1973
1974	1975	1976	1977
1978	1979	1980	1981
1982	1983	1984	1985
1986	1987	1988	1989
1990	1991	1992	1993
1994	1995	1996	1997
1998	1999	2000	2001
2002	2003	2004	2005
2006	2007	2008	2009
2010	2011	2012	2013
2014	2015	2016	2017
2018	2019	2020	2021
2022	2023	2024	2025

Chap: 8

Sheweth that you have sometymer those which I call prepositions to end wordes as well as to Begin wordes, and terminations to begin aswell as to end as example in these.

L	abilitie	to	falsely	ds	speech
43	branch	3	much	h	such
20	breath	2	naturall	4	treasure
2	carefull	lx	pleasure	v	virtue
2	durance	ts	quench	z	usefull
h	durable	ny	search	f	watch

Chap: 9

Likewise if you ad your terminations to your former prepositions you may make any word that is to bee made out of them, but now some may say vnto mee how shall I doe it, I answer you may doe it by your former examples, yet for your better satisfaction herein I will instance in some few examples out of each of them so that by them you may bee able to make any word that possible may be dranne out from them. examples followes

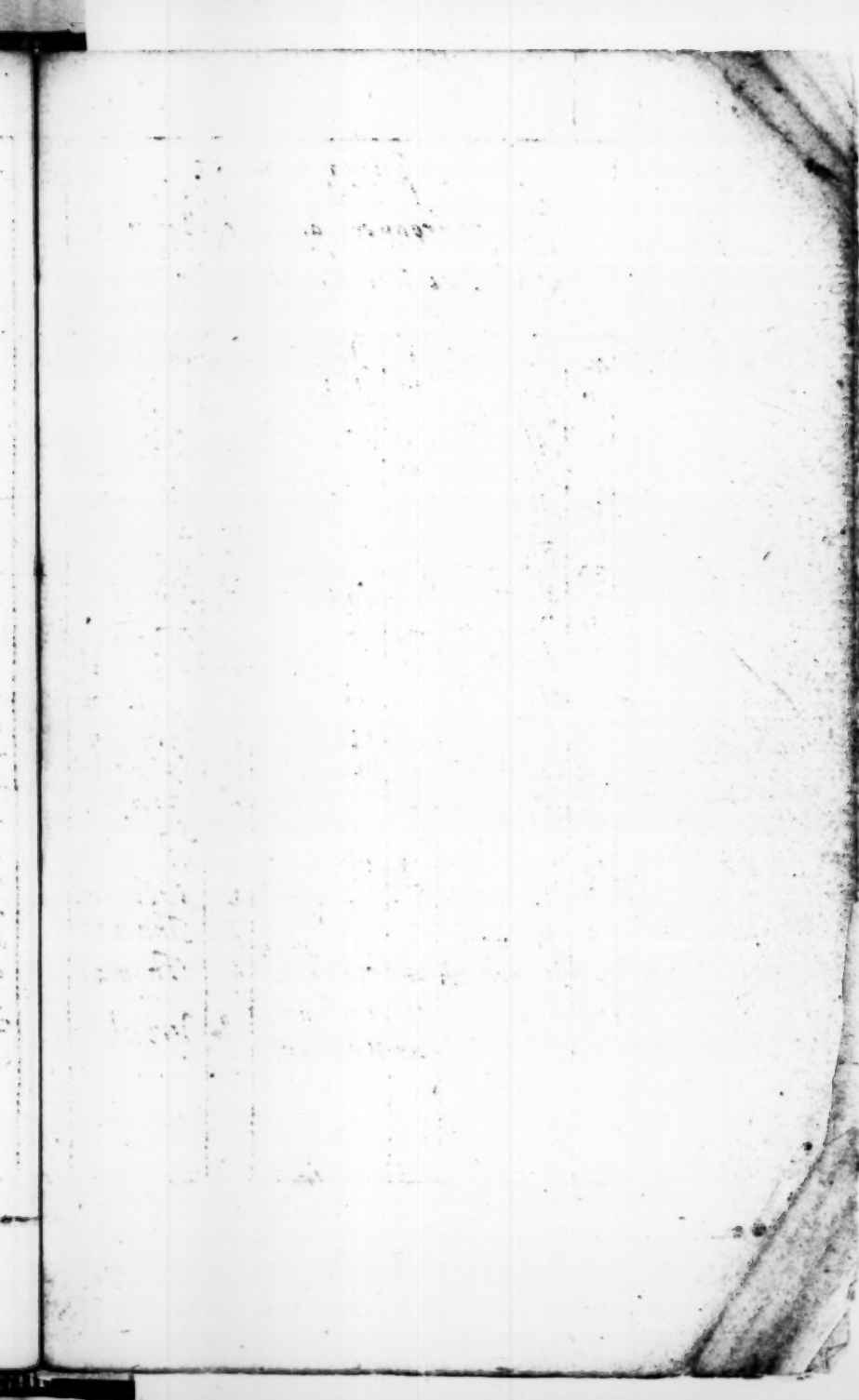
u	favourable	n	reject	cs	consolation
2	allowance	7	chambring	h	howsoever
v	aliant	3	commonly	2	altogether
LA	fornication	42	impediment	8	authoritie
2m	sanctification	1	buisness	2v	adversitie
20	ascendeth	12	jealous	i	favour
3	carefullnes	8	supposition	2	pervert
				2v	over

Chap. X
Of Abbreviations of some of the examples
of the former Tables. /

Although these may be writ by the former
rules: yet for the benefit of those which
have formerly learned this Art unto I
thought good to abbreviate these few
examples which follow in regard of the
usefullness of them, being often and fre-
quent in use in every form on. /

tr	abbreviate	c	circumstance	b	proceed
T	accord	c	contrary	b	profaine
T	acquaint	a	deceive	b	professe
h	advance	a	declare	b	profit
h	advantage	g	distresse	b	prophet
h	advocate	g	distribute	b	provide
o	afterward	~	fulfill	b	provision
u	alsoe	∞	infinite	b	provoke
u	alwayes	n	inward	b	propose
u	alwaye	+	obedience	b	prosecute
N	angell	+	obedient	b	protect
z	ascribe	b	peradventure	b	protection
j	behold	b	perceive	b	propound
du	behold	b	perfect	b	promise
d	belowd	p	perticuler	b	pronounce
g	children	L	prescribe	b	prophecie
C	circumsise	L	prerogative	b	prodigall
C	circumspect	b	profound	b	reprobate

Year	Month	Day	Time	Place	Event
1900	Jan	1	10:00	St. Paul	Arrived
1900	Jan	2	10:00	St. Paul	Departed
1900	Jan	3	10:00	St. Paul	Arrived
1900	Jan	4	10:00	St. Paul	Departed
1900	Jan	5	10:00	St. Paul	Arrived
1900	Jan	6	10:00	St. Paul	Departed
1900	Jan	7	10:00	St. Paul	Arrived
1900	Jan	8	10:00	St. Paul	Departed
1900	Jan	9	10:00	St. Paul	Arrived
1900	Jan	10	10:00	St. Paul	Departed
1900	Jan	11	10:00	St. Paul	Arrived
1900	Jan	12	10:00	St. Paul	Departed
1900	Jan	13	10:00	St. Paul	Arrived
1900	Jan	14	10:00	St. Paul	Departed
1900	Jan	15	10:00	St. Paul	Arrived
1900	Jan	16	10:00	St. Paul	Departed
1900	Jan	17	10:00	St. Paul	Arrived
1900	Jan	18	10:00	St. Paul	Departed
1900	Jan	19	10:00	St. Paul	Arrived
1900	Jan	20	10:00	St. Paul	Departed
1900	Jan	21	10:00	St. Paul	Arrived
1900	Jan	22	10:00	St. Paul	Departed
1900	Jan	23	10:00	St. Paul	Arrived
1900	Jan	24	10:00	St. Paul	Departed
1900	Jan	25	10:00	St. Paul	Arrived
1900	Jan	26	10:00	St. Paul	Departed
1900	Jan	27	10:00	St. Paul	Arrived
1900	Jan	28	10:00	St. Paul	Departed
1900	Jan	29	10:00	St. Paul	Arrived
1900	Jan	30	10:00	St. Paul	Departed
1900	Jan	31	10:00	St. Paul	Arrived



Chapter the XI
Of the usuall hard names in scripture
which are frequent and vsefull in euerie
sermon they being exactly made
by rule doe not much charge memory

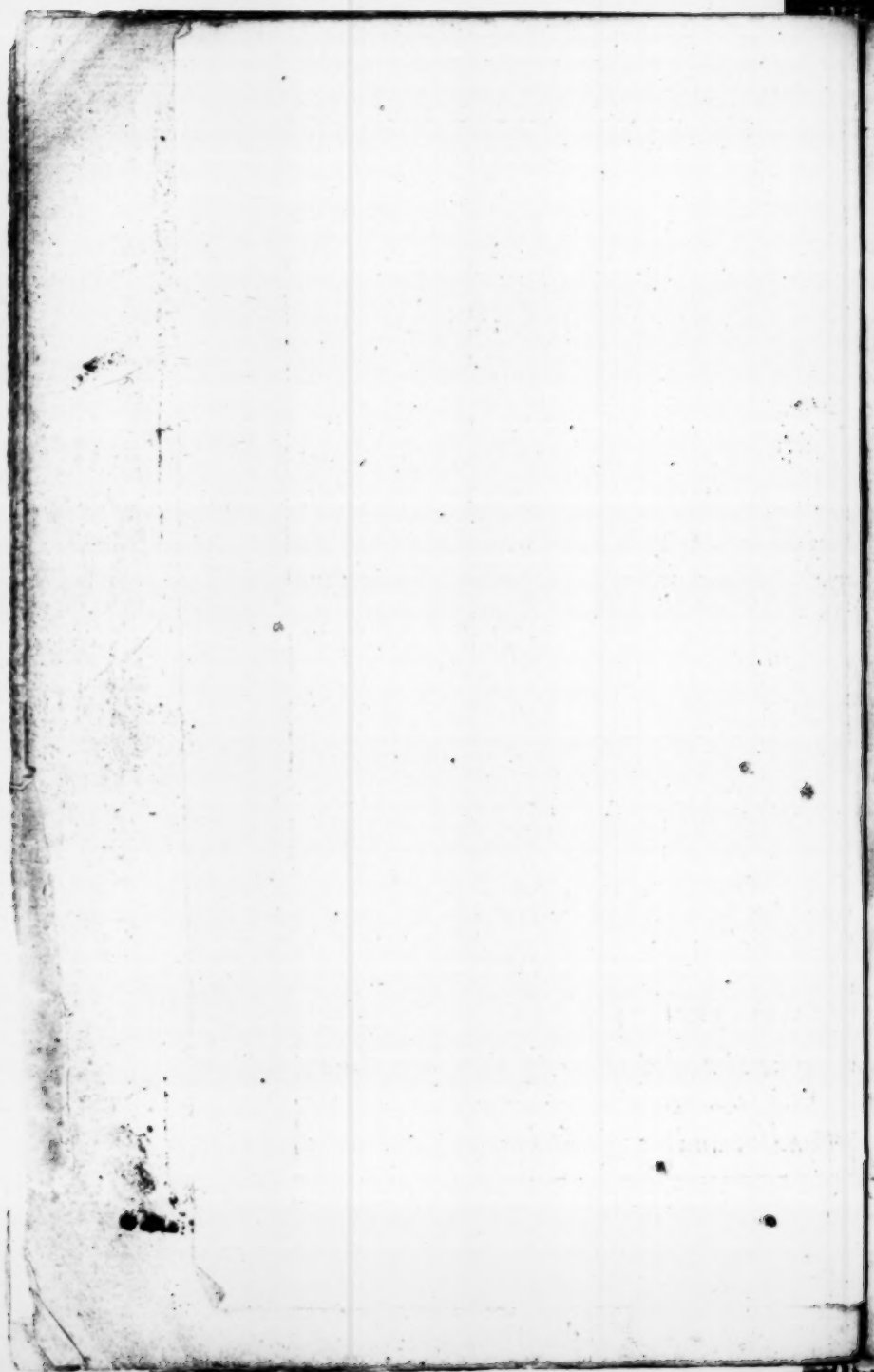
n	Aaron	11	Jesse	2	Nebuchadne ^{ar}
tu	Abell	12	Jethro	3	Noah
u	Anthophel	12	Gezobell	+2	Obededom
tr	Abner	12	Joseph	2	Ongimus
tr	Abraham	12	Jossiah	2	Paul
u	Absolon	12	Isack	2	Pharaoh
u	Adam	12	Judas	2	Pilat
<u	Beniamin	12	Kerah	2	Priscilla
<u	Booze	12	Leah	2	Rachell
u	David	12	Lidda	2	Rahab
1.4	Doeg	12	Martha	2	Rebeckah
u20	Elizabeth	12	Mary	2	Reuben
ou2	Elias	12	Mossiah	2	Sampson
u2	Ephraim	12	Merriam	2	Samballat
u2	Esau	12	Moab	2	Sarah
42	Goliah	12	Mordecai	2	Savi
4	Hagar	12	Moses	2	Shem
u	Hamon	12	Naaman	2	Solomon
20	Hozekiah	12	Naboth	2	Thamar
u	Jacob	12	Nathan	2	Thomas
1v	Jehovah	12	Nathaniell	2	Vriah

Chap. XII of the Names of the Bookes of the Old and New Testament

72

4	Genesis	8i	Isaiah	u	Luke
10	Exodus	1r	Jeremiah	1	Iohn
12	Leviticus	u	Lamentations	T	Acts
17	Numbers	20	Ezekell	K	Romans
3	Deuteronomi	5	Daniell	2	Corinthians
11	Ioshua	hi	Hosea	4	Galathians
3	Judges	12	Joel	82	Ephesians
2	Ruth	1	Amos	10	Philippians
18	Samuell	10	Obadiah	2	Colossians
1	Kings	10	Jonah	11	Thesalonians
2	Chronicles	14	Michah	1	Timothevs
22	Ezra	1	Nahum	12	Titus
10	Nehemiah	8	Habukuk	10	Philemon
1	Esther	22	Zephaniah	10	Hebrewes
12	Iob	14	Haggi	1	Iames
1	Psalmes	2	Zachariah	1	Peter
1	Proverbs	1	Malica	1	Jude
1	Ecclesiastes	1	Mathew	1	Revelations
			Marke	1	

The Characters for these booke they are
all of them drawne from the letters of the
Alphabet and therefore little chaunge to memory



The Art of Short Writing

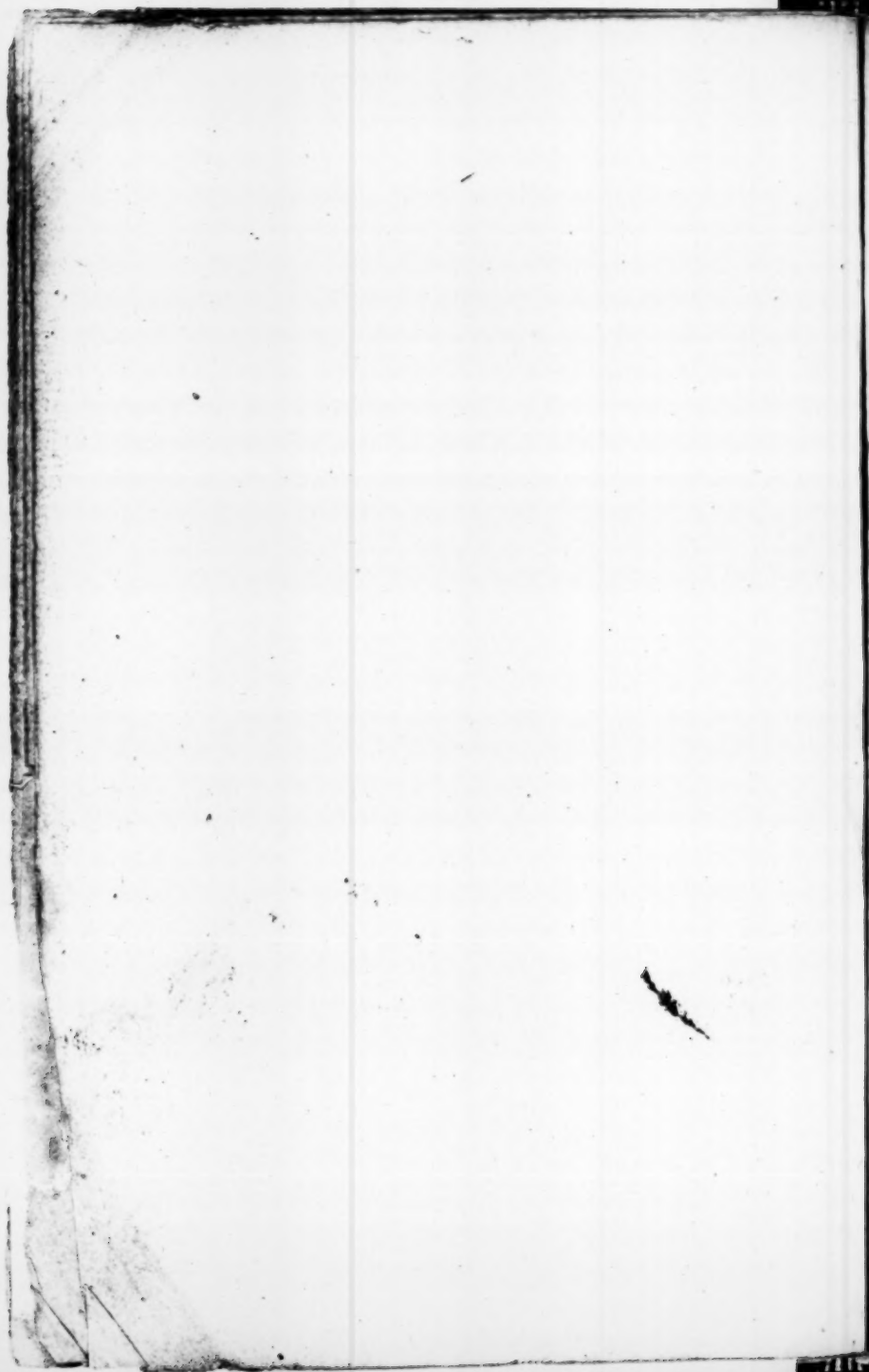
33

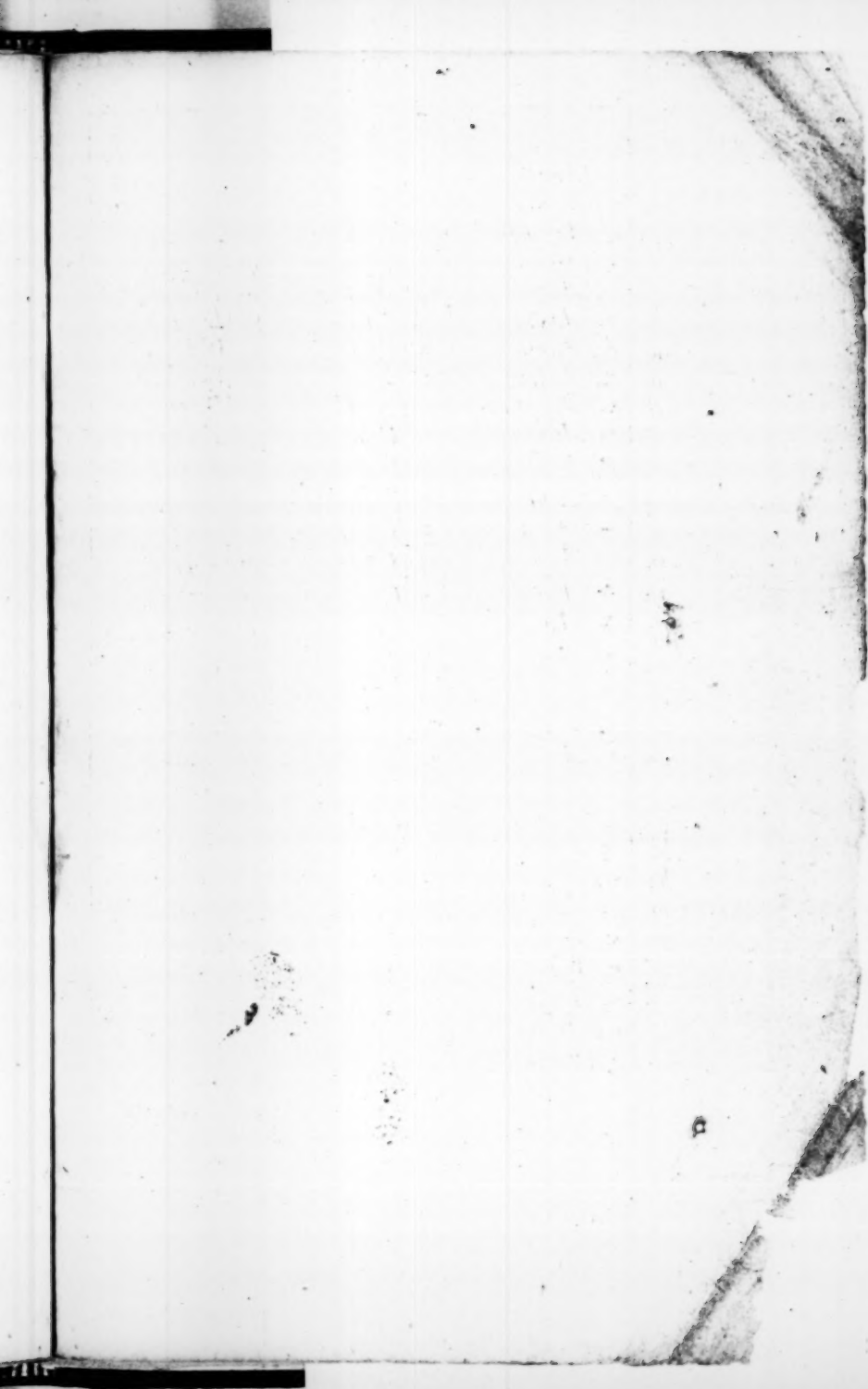
Chapt: XIII of the use of points

- first for the Interogative point use this (*C*)
2ly for your parenthesis use this point (*∴*)
3ly for the end of a perfect sentence use this point (*∴*)
4ly when you writ out any chapter at the end of
every verse use this point (*...*)
5ly for the phrase (and soe forth) which is often
in use make this point (*E*)

Chap: XIII Of the Table of wordes

Now having sufficiently furnished you, with long and short, wordes whereby you may be enabled by your owne practise to write any sermon or speech being treatably spoken, word for word, / Yet for your better Augmentation and perfection of your knowledge I have here sett downe an index or Table of wordes of sort, not one of them differing from the Alphabet, but each one of them very usefull and frequent in everie sentence and for the most part without removing penn from the paper, as doth plainly appeare by the ensueing Table





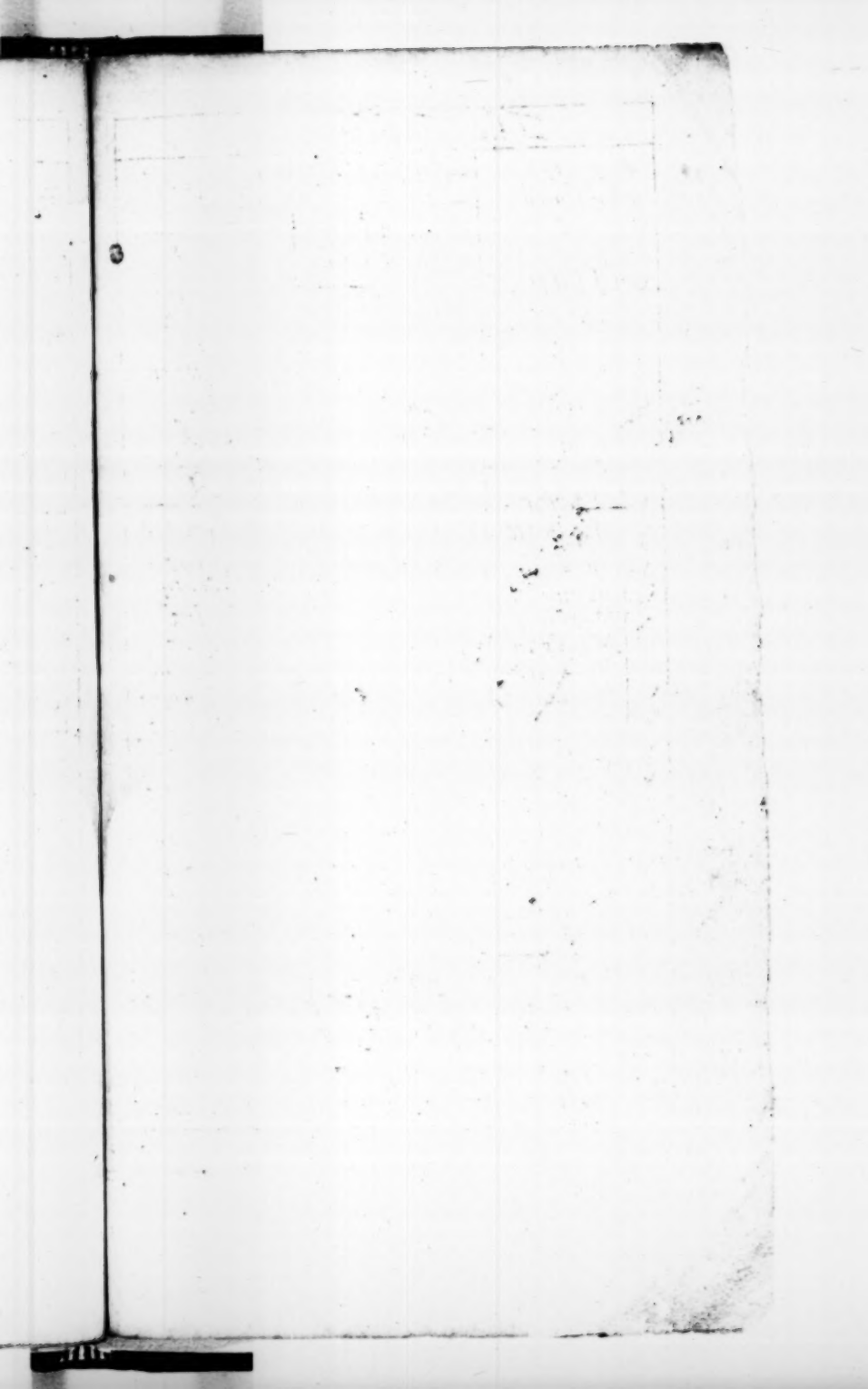
The Table

ab	2	Abominable	2	Blest	2	Demonstrate
anc	2	Abundance	2	Blesse	3	Denominate
ant	2	Abundant	2	Both	3	Devill
ac	2	Acknowledge	2	Bread	2	Dignitie
aq	2	Aquite	2	Brotheren	2	Diligent
sh	2	Admonish	2	Brother	2	Describe
ad	2	Adultery	2	But	2	Distinguish
an	2	Againe	2	Buckler	2	Doctrine
al	2	Alreadie	2	C	2	Doth
ah	2	Although	2	Can	2	Duty
amr	2	Ambassadour	2	Cannot	3	Dwell
an	2	Among	2	Catholicke		E
n	2	And	2	Charge		
an	2	Anger	2	Church	2	Earth
ao	2	Another	2	Conquerer	2	Effect
ap	2	Apostle	2	Conclude	2	Egypt
ap	2	Approve	2	Congregation	2	Elect
ar	2	Author	2	Conscience	2	Epistle
a	2	Away	2	Conversation	2	Equitie
ak	2	Awake	2	Confidence	2	Establish
		B	2	Confound	2	Evangelicall
b	2	Babes	2	Confirme	2	Even
bb	2	Baptisme	2	Continue	2	Every
by	2	Beautifull	2	Consider	2	Evermore
bc	2	Because	2	Create	2	Everlasting
bg	2	Begin	2	Creature	2	Evill
bf	2	Benefit	2	Covenant	2	Example
bd	2	Besides	2	D	2	Except
bc	2	Beseech	2		2	Excell
bx	2	Betwixt	2	Danger	2	Exclude
bm	2	Blaspheme	2	Deepe	2	Exercise

The Table

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	Exempt	u	Glory		I
	Experience	u	God		Idleness
	Express	u	Goodnesse	1	Idolatry
	Expect.	u	Godhead	2	Jerusalem
	Extreams.	u	Good	1	Jesus
	Extinguish.	u	Gospel	8	If
	Extortioner	u	Grace	4	Ignorant
	F	u	Guilt	19	Illustrate
	Faith	u	Guilt	28	Impietie
	Felicity		H	2	Iniquitie
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	Fellowship	2	Habit	28	Integritie
	First	h	Hallowed	1	Is
	Flesh	v	Have	2	Israell
	Folke	8	He.	2	It
	For	h	Heaven	3	Judge
	Forth	r	Heart		K
	Foundation	v	Help	2	Keepe
	Freind	n	Heretofore	2	Kind
	Fruite	h	Hereticke	2	Kindnesse
	Frustrate	2	Him	2	Kindle
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	Furtherance	h	Hippocrite	2	King
	Furthermore	1	His	2	Kingly
	G	h	Holy	2	Kingdome
	Gather	h	Holynesse	2	Knowne
	Gave	h	Holighost	2	L
	Generall	h	Honour		Labour
	Generat	h	Hospitality	u	Lament
	Generation	h	How	u	Law
	Give	h	Humble		
			Husband.		





The Table

4	Leafe	7	Nevertheless	7	purpose
5	Leame	1	not	7	put
5	Let	2	nothing		Q
5	Life	3	Notwithstanding		
5	Light		O	2	qualitie
5	Live			2	quantitie
5	Long	e	Of	7	quarter
5	Lord	e	Ofentimes	7	question
5	Love	e	Oh	7	quiet
	M	e	Omnipotent	2	quick
		e	Open		R
5	Majestie	e	Opportunitye		reconcile
5	Majestrate	n	Order	r	receive
5	Man	e	Ordinary	r	refresh
5	Many	r	Ordinance	n	regard
5	Manytymes	e	Originall	n	rejoyce
5	Manyfold	e	Otherwise	n	religion
5	Manifest	e	Over	n	remember
5	Mediatour	e	Outward	n	remnant
5	Meditate		P	r	repent
5	Night		patience	r	resurrection
5	Minister	e	peculiar	r	returne
5	Most	7	people	r	revenge
5	Mother	p	persecute	n	revelle
5	Multiplic	7	perswade	n	reward
5	Multitude	7	place	n	righteousnes
	N	7	posteritie		S
5	Name	7	power		sacrifice
5	Necessary	7	priviledge	2	salvation
5	Necessity	7	principall	2	Satan
5	Neglect	7	principle	2	Saviour
5	Neither	7	publique		

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